



REQUEST FOR PROPOSAL (RFP) ANNOUNCEMENT

January 15, 2025

**KERN REGIONAL CENTER (KRC)
FOR FISCAL YEAR 2024-2025**

PROJECT ID # KRC-2425-6

KRC is a private non-profit agency under contract to the State Department of Developmental Services to provide services to persons with developmental disabilities in Kern, Inyo and Mono Counties. Developmental disabilities include intellectual disability, cerebral palsy, autism, epilepsy, and other neurological conditions.

Consistent with the Lanterman Developmental Disabilities Services Act and the promotion of community-based services for all people with Developmental Disabilities, Kern Regional Center is currently accepting proposals and invites the community at large to develop one (1) Adult Residential Facility for Persons with Special Healthcare Needs-Behavioral (ARFPSHN-B) in Kern County. All applications, including those that propose innovative approaches to the resource needed will be considered. Proposals submitted after the indicated timelines and/or are not complete per this RFP will not be considered.

Visit www.kernrc.org to view and download complete RFP. Hard copies of the RFP can be available for in-person pick up at KRC's main office in Bakersfield upon request. **For further information on obtaining an RFP, you may contact, Rome Quiton, Community Service Specialist at, (661) 852-3339 or Rquiton@Kernrc.org.**

There will be an **RFP Orientation** on **Thursday, January 23, 2025, at 3:00 pm via ZOOM** to provide applicants with an opportunity to ask questions specifically in reference to the RFP and RFP process. ***This orientation is voluntary and not required in order to submit a proposal.*** To register, please submit a request to participate to Rquiton@Kernrc.org.

RECEIPT OF PROPOSAL DEADLINE

Documentation: Five (5) copies of the application, proposal and all applicable attachments must be received by **Friday, February 07, 2025 no later than 5pm** at:

**Kern Regional Center
Attn: Rome Quiton, CSS
3200 N. Sillect Ave.
Bakersfield, California 93308**

***In addition, send an electronic copy of the proposal to Rquiton@Kernrc.org.**

***Proposals received after the above stated date and time will not be considered.**

SUBMITTING AND REVIEWING OF THE PROPOSAL

All proposals must be completed and organized in accordance with Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, and Exhibit F. Proposals that do not follow any of these above-referenced attachments are considered by the committee to be incomplete and will not be considered. **Late or incomplete applications will not be accepted for review or consideration.**

All proposals will be scored for the written and oral presentations in accordance with Exhibit B. **If after review of the written proposal, it is noted by the committee that the applicant cannot meet licensing or other minimum professional criteria specific to the project applied for, the proposal will be disqualified at that time.** KRC will appoint a three to five-member committee to score each proposal and conduct interviews with each applicant. The final decision of the committee is not subject to appeal. All applicants will receive notification of KRC's decision regarding their proposal. In person interviews for selected applicant(s) are anticipated to take place on **Friday, February 21, 2025, beginning at 9:00am.**

RESERVATION OF RIGHTS

Kern Regional Center reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. KRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need.

Kern Regional Center reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. Kern Regional Center reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This Request for Proposal is being offered at the discretion of KRC. It does not commit KRC to award any grant.

TIMELINES:

Request for Proposal: Announcement Release & Posting	Wednesday, January 15, 2025
General briefing meeting on RFP Process, timeline, and Q&A session.	Thursday, January 23, 2025 *Orientation will be held by Kern Regional Center via Zoom at 3:00 pm. *To register please submit a request to participate to Rquiton@Kernrc.org *If you require an interpreter, please submit a request to Rquiton@Kernrc.org no later than Monday, January 20, 2025 by 5:00pm.
Deadline for receipt of Proposals (5 copies of each proposal)	Friday, February 7, 2025 no later than 5pm. Proposals received after said date and time will not be considered.
Interviews and oral presentations	If your proposal is selected, you will be contacted and invited to an in-person interview at Kern Regional Center (Malibu room) on Friday, February 21, 2025, beginning at 9am.
Notice of Selection sent	Friday, February 28, 2025

Adult Residential Facility for Persons with Special Healthcare Needs-Behavioral

Service Need: One (1) Adult Residential Facilities (18 and older) for Person with Special Healthcare Needs-Behavioral (ARFPSHN-B).

Service Area: Bakersfield

Number of Consumers: 5 Adults (18 years and older)

Placement Profile: Individuals whose identified level of care needs meet ARFPSHN-B criteria.

Funding: Negotiated Rate

Start-up Funding: \$200,000

Start-up funds can only be used for non-recurring costs associated with initially establishing a service, which may include administrative components, licensing, household furnishings and supplies, personnel recruitment and training expenses, general equipment, and other costs as described per contract. Start-up funds are not intended to cover 100% of the development costs.

Proposal Deadline: Friday, February 7, 2025 by 5:00 pm

Service Description:

Per the Welfare and Institutions Code, section 4684.50(a)(1) an "Adult Residential Facility for Persons with Special Health Care Needs" means any adult residential facility that provides 24-hour health care and intensive support services in a homelike setting that is licensed to serve up to five adults with developmental disabilities.

The facility will be certified, licensed by Department of Social Services Community Care Licensing, and vendored to serve a maximum of five (5) adults. The adults to be considered for admission are Three (3) residents of a Skilled Nursing Facility, and Two (2) within the community. The facility is to be prepared to serve both male and female adults, who may be ambulatory or non-ambulatory or Bedridden with private rooms and may have behavioral challenges. The individuals for this facility will be selected and placed by KRC through its Admissions Committee and identified through the CPP. The contract developed from this RFP will be based on the provider's commitment to the long-term success of clients living in the community. Furthermore, the program will maintain policies and procedures that exemplify a commitment to meeting the specialized needs of these clients.

The admission criterion also includes the following:

- Adults
- Medically appropriate for ARFPSHN-B services/supports
- Diagnosis of intellectual disability, mild to profound
- Each adult's service needs are compatible with the service needs of any current resident at the time placement is being considered;

- Requires physical assistance in performing four (4) or more of these ADL's (eating, dressing, bathing, transferring, toileting, and continence)
- May have dual diagnosis (Developmental Disability and Mental Illness)
- Non-ambulatory (functional and physical)
- Accommodations for special equipment
- Special health care needs are predictable and stable (as determined by the Individual Health Care Plan (IHCP) Team) and for which the person requires nursing supports for the following:
 - Nutrition support: total parenteral feeding, G-tube feeding, and hydration
 - Cardio respiratory monitoring
 - Oxygen support including continuous positive airway pressure and bi-level positive airway pressure, and use of other inhalation-assistive devices
 - Nursing interventions for tracheostomy care and suctioning
 - Nursing interventions for colostomy, ileostomy, or other medical or surgical procedures
 - Special medication regimes including injection and intravenous medications
 - Management of insulin-dependent diabetes
 - Manual fecal impaction, removal, enemas, or suppositories
 - Indwelling urinary catheter/catheter procedure
 - Treatment of staphylococcus infection
 - Treatment for wounds or pressure ulcers (stage 1 and 2)
 - Postoperative care and rehabilitation
 - Pain management and palliative care and
 - Renal dialysis
- Adults may have visual and/or hearing impairments;
- May not participate in structured outside day activities on a consistent basis

The home will be located in the Kern Regional Center catchment area. KRC will contract with Service Provider to provide residential care in a home owned by a Housing Non-Profit Organization (Brilliant Corners, NPO.) Service Provider developing a day program, or other homes will develop sites independently of the Housing NPO. The home will be owned and renovated by Brilliant Corners, a Non-Profit Housing Organization (NPO), that will develop the property, under a separate grant process, to the specifications of this regional center and the service provider selected to operate the home. The successful applicant for this CPP grant will lease the property from Brilliant Corners, NPO. The start-up funds identified in this RFP are solely for the use of the service provider for activities integral to the establishment of the licensed home, e.g. licensing, household furnishings and supplies, and personnel recruitment and development.

Potential service providers must have prior demonstrable experience including:

- Supporting individuals with developmental disabilities with special health care needs, who may also exhibit behaviors
- Owning or operating an existing ARFPSHN, Intermediate Care Facility for Developmentally Disabled (Habilitative or Nursing), Continuous Nursing Facility or other licensed facility specializing in serving individuals with significant medical issues.
- Working with and navigating the Medi-Cal managed care and/or fee-for-service system;
- Working with and navigating the mental health system.

The service provider must be able to work collaboratively with others in a multi-agency, interdisciplinary configuration (e.g. other regional centers, developmental centers, medical insurance) for the successful support of the individual.

General Requirements:

- Facility will require certification by the DDS and licensure by Community Care Licensing (CCL) per Title 22 California Code of Regulations prior to vendorization by Kern Regional Center.
- Facility will support 5 permanent Adult residents with 1:1 staff 24 hours per day, 7 days per week.
- Program Design must meet all applicable statutes and regulations, particularly the Welfare and Institutions Code (WIC), Section 4684.50 through 4684.75([CALIFORNIA CODES | Article 3.5 - Adult Residential Facilities for Persons with Special Health Care Needs | Casetext](#))
- Meet the minimum requirements for a Residential Facility Service Level 4-I pursuant to Sections 56004 and 56013 of Title 17 of the California Code of Regulations ([California Code of Regulations, Article 2, Section 56004 - Facility Service Levels | California Code of Regulations | Justia](#) and [California Code of Regulations, Article 3, Section 56013 - Program Design Requirements | California Code of Regulations | Justia](#)), and ensure that all of the following conditions are met: **(A)** That a licensed registered nurse, licensed vocational nurse, or licensed psychiatric technician, is awake and on duty 24-hours per day, seven days per week. **(B)** That a licensed registered nurse is awake and on duty at least eight hours per person, per week. **(C)** That at least two staff on the premises are awake and on duty if providing care to four or more consumers. **(D)** Ensure the consumer remains under the care of a physician at all times and is examined by the primary care physician at least once every 60 days, or more often if required by the consumer's individual health care plan. **(E)** Ensure that an administrator is on duty at least 20 hours per week to ensure the effective operation of the ARFPSHN.
- Facility must meet applicable Americans with Disabilities Act (ADA) standards;
- Administrator must have a minimum of 5 years full-time experience in a licensed residential facility (preferably a Level 4I or Negotiated Rate home) for persons with developmental disabilities and significant healthcare needs. Administrator must also have completed the 35-hour administrator certification training program pursuant to paragraph (1) of subdivision (c) of Section 1562.3 of the Health and Safety Code without exception, has at least one year (Note: KRC is requiring a minimum of 5 years) of administrative and supervisory experience in a licensed residential program for persons with developmental disabilities, and is one or more of the following: **(A)** A licensed registered nurse. **(B)** A licensed nursing home administrator. **(C)** A licensed psychiatric technician with at least five years of experience serving individuals with developmental disabilities. **(D)** An individual with a bachelor's degree or more advanced degree in the health or human services field and two years of experience working in a licensed residential program for persons with developmental disabilities and special health care needs.
- Administrator must have completed DSP I and DSP II;
- Service Provider will implement the use of Professional Assault Crisis Training (Pro-ACT) and/or Crisis Prevention Intervention. Service Provider will ensure that all staff are trained in Pro-ACT and/or Crisis Prevention Intervention within 45 days of employment and the training will be reviewed annually.
- Direct Support Professionals (DSP) must speak the language of the people they support;
- Enhancement staff must demonstrate competency training;
- Licensed care staff must work within their scope of training;
- Applicants must demonstrate fiscal responsibility by submitting 2 complete fiscal years and current year to date financial statements that detail all current and fixed assets and current and long-term liabilities. In addition, the applicant must document available credit line and provide necessary information for verification.

***All service proposals must be in compliance with the Centers for Medicare and Medicaid Services' (CMS) Home and Community Based Services (HCBS) regulations. All services to be provided must be delivered with the intent to maximize use of consumer choices and preferences. Service provisions will be based upon person centered planning and individual client outcomes.**

PROPOSAL AFFIRMATION

I affirm that the information presented in this proposal is true and that this proposal was developed and authored by the person(s) indicated. I understand that any falsification of information or failure to disclose any history of deficiencies or abuse will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications as stated in the RFP, late proposal submissions, facsimile proposal submissions, and any missing information (e.g., sections). I also understand that in the event that my proposal is selected for development, further discussion for final agreement may be required.

SIGNATURE

DATE

SIGNATURE

DATE

PROPOSAL FORMAT AND PROPOSAL SCORING CRITERIA

A. Content of Proposal

APPLICANT INFORMATION: Applicant(s) must complete and attach EXHIBIT D (Proposal Coversheet) with each proposal submitted.

- 1) Education and Experience: The proposal should clearly provide evidence that the applicant(s) possesses the education and/or experience necessary to complete a project of this scope. The applicant should clearly demonstrate an ability to manage programs successfully. Applicant should include letters of reference and resumes.
- 2) Proposes Resource(s): The proposal should describe the location of the proposed services (include facility location and community resources near facility). Such description should clearly document that the program will provide a normalizing, integrated, accessible experience (meets Section 504 standards) and that the size and design of any proposed facility is adequate to accommodate the proposed program(s) and residents.
- 3) Program Description: The proposal should clearly demonstrate that the program description is appropriate for the population to be served. Such description should clearly identify client capabilities and deficits, which are the basis for admitting or exiting clients from the facility. The proposal must specify which client characteristics you are unwilling to work with in the facility. The proposal should describe the expected client service outcomes, the training techniques used to meet the service outcomes and the methodology used to collect the data to measure client service outcomes. The proposal should demonstrate a clear understanding and utilization of Person-Centered Planning.
- 4) Staffing: The proposal should clearly document the type and number of staff with job descriptions for all positions. The proposal should clearly demonstrate that staffing patterns and staff qualifications are consistent with the regulations and guidelines noted in the RFP, and are realistic when compared to similar program/services for all positions.
- 5) Staff Schedule Included: The proposal should include a staff schedule, which is in accordance with the RFP guidelines and identifies direct care personnel. (Please use the form provided in EXHIBIT G).
- 6) Program Development: The proposal should clearly describe proposed timelines for development and completion of the proposed project. The applicant(s) should clearly document an understanding of program requirements.
- 7) Budget and Finance: The program budget should clearly display all costs associated with the proposal. The applicant(s) must demonstrate the ability to keep adequate fiscal records in accordance with all State and local requirements. Applicant must include Exhibit F.

B. Oral Presentation Scoring Criteria

The administrator/licensee (applicant) must be the primary presenter during the oral presentation as they are ultimately responsible for all services provided.

- 1) Service Quality: Applicant clearly demonstrates an understanding and working knowledge of the principles of integration and normalization. Applicant clearly demonstrates through their presentation an understanding of client choices as related to services provided and service quality.
- 2) Program Description: Applicant clearly demonstrates a working knowledge of their program plan and the ways in which they will implement the program description as related to the needs of the clients.
- 3) Client Needs: Applicant demonstrates knowledge of client's needs as related to current Request For Proposal and client life quality outcomes.
- 4) Budget and Finance: Applicant demonstrates an understanding of operating the service requested in the most cost-effective manner and demonstrated clear knowledge of facility requirements to operate the facility in accordance with Title 17 and Title 22 regulations.
- 5) Experience: Applicant clearly articulates pertinent experience for themselves, staff and consultants pursuant to this RFP as well as Title 17 and Title 22 Regulations.
- 6) Training Issues: Applicant demonstrates an understanding of the need for training staff per Title 17 & Title 22 Regulations and the requirements noted in the RFP as well as to ensure client safety and success. Applicant also demonstrates an understanding of training needs in relation to different staffing levels.
- 7) Proposed Resources: Applicant successfully identifies a variety of community contacts and resources that will ensure implementation of the program plan.
- 8) Overview Summary: Applicant is able to field questions from the panel about the program in a concise and articulate manner.

C. Scoring

Submitted proposals will be scored per the following scoring guidelines by each of the members of the Review Panel in each of the areas above. Applicant's oral presentation will also be scored using the same criteria.

- 0 (Zero) Criteria not addressed at all
- 1 Minimal Response: Subject area is mentioned; however, applicant has not included any narrative or any supporting documentation that demonstrates an understanding of this particular proposal requirement.
- 2 Some supporting documentation and/or narrative discussion; however, the responses are not clearly articulated.
- 3 Good supporting documentation and/or narrative discussion; responses are more clearly articulated.
- 4 Maximum Response: Full supporting documentation and/or narrative discussion with exceptionally clear articulation making it readily apparent that applicant understands all aspects of the program development process.

The written proposal and presentation can achieve a maximum score of 60 points per member. (Written proposal= 28 points; Oral presentation= 32 points)

KRC RFP 2425-6 PROPOSAL COVERSHEET

Must be submitted by **Friday, February 7, 2025 by 5pm**, with all required exhibits

DATE: ___/___/___

APPLICANT / AGENCY NAME: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

WEBSITE ADDRESS: _____

If the applicant is a corporation, please attach a separate sheet of paper listing all principal members of the corporation.

Please indicate the identification number and description of the project(s) in which you are submitting. Five copies of each proposal you are applying for must be submitted.

I.D.# _____ Project Description: _____

Name of person authorized to sign a binding contract with Kern Regional Center:

NAME: _____

TITLE: _____

I am able to meet licensing, administrator and other qualifications per Title 17 and Title 22 regulations for the proposal(s) I am submitting.

X _____
Signature / Date

CONFLICT OF INTEREST AND EXCLUSION VERIFICATION

CONFLICT OF INTEREST

According to Title 17 Regulations, Section 54314, the following individuals and entities shall not be vended:

1. Any officer or employee of the state of California;
2. Any applicant in which an officer or employee of the State of California has a financial interest, as defined in the Government Code, Section 87103, except as permitted by Public Contract Code, Section 10430 (g), effective January 1, 1992;
3. Employees and board members of any regional center with a conflict of interest pursuant to Title 17, Sections 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
4. Any applicant in which the regional center employee or board member has a relationship which creates a conflict of interest pursuant to Title 17, Section 54500 through 54525, unless the conflict is eliminated or a waiver is obtained pursuant to Title 17, Sections 54522 through 54525;
5. Regional Center Clients to provide services for, or to, themselves except to provide transportation or serve as their own Supported Living Services Vendor;
6. Except as specified in Section 54318 of these regulations, any applicant located outside the state;
7. Any applicant that has been determined to be an excluded individual or entity as defined in Section 54302 (b)(1).

I have read the above information and declare:

No present or potential barriers to becoming a vendor exist.

A current or potential barrier to becoming a vendor exists.

EXCLUSION VERIFICATION

“Excluded Individuals or Entities means those individuals and entities that have been placed on either the U.S. Department of Health and Human Services Office of Inspectors’ General (OIG) List of Excluded Individuals/Entities or the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to involvement in any program under Medicare, Medicaid or the Title XX services program, or those individuals and entities that meet the criteria included in Title 17, Section 54311 (a)(6).

Pursuant to the Applicant/Vendor Disclosure Statement, all applicants and co-applicants are required to provide verification that the applicant and/or co-applicants are not listed on the State of California or the Federal Office of Inspector General databases for Ineligible Providers and Excluded Providers. **As a requirement of this RFP, please screen all applicants/co-applicants using one the databases listed below. Please include a screen print of your results with your written proposal.**

The State of California Suspended and Ineligible Provider List can be found at:

[LEIE Downloadable Databases | Office of Inspector General | U.S. Department of Health and Human Services](#)

The Federal Office of Inspector General “exclusions database” can be found at:

<http://exclusions.oig.hhs.gov>

Applicant Signature

Date

DIRECT CARE STAFF SCHEDULE

EXHIBIT F

FACILITY:

SIZE:

LEVEL:

HOURS	MON	TUES	WED	THUR	FRI	SAT	SUN
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
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10:00 PM							
11:00 PM							
12:00 AM							
TOTAL # OF HRS							

